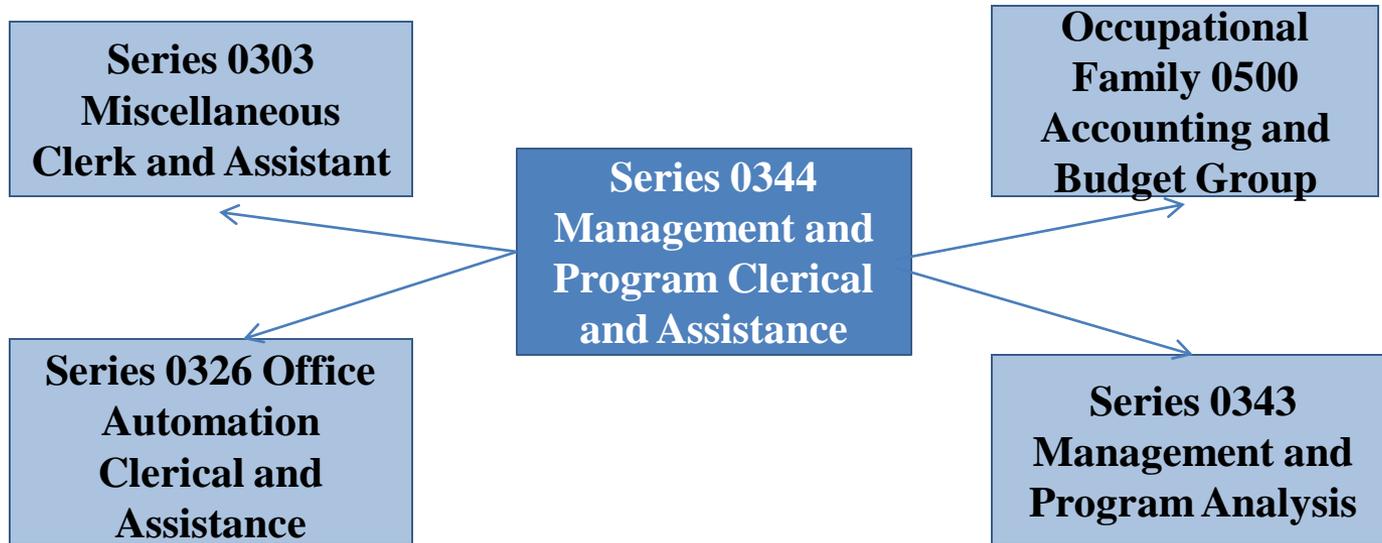


# Series 0344 Management and Program Clerical and Assistance -- *Career Roadmap*

		 <b>CWDA Skill Level 1: YB/YC-1 (GS 1-8)</b>	 <b>CWDA Skill Level 2: YB/YC-2 (GS 9-13)</b>
	<b>Academic Credential Requirement:</b>	May combine education (HS or above) and or experience to qualify. Details at: <a href="http://opm.gov/qualifications/standards/group-stds/gs-cler.asp">opm.gov/qualifications/standards/group-stds/gs-cler.asp</a>	
	<b>Competency Requirements:</b>	<ul style="list-style-type: none"> <li>-Attention to Detail</li> <li>-Budgeting and Execution</li> <li>-Communication</li> <li>-Communication 2</li> <li>-Customer Focus</li> <li>-Customer Relations</li> <li>-Data Analysis</li> <li>-Dependability</li> <li>-Information Gathering</li> <li>-Mission Focus</li> </ul>	<ul style="list-style-type: none"> <li>-Organizational Knowledge</li> <li>-Problem Resolution</li> <li>-Professionalism</li> <li>-Program Management</li> <li>- Programs</li> <li>-Project Management</li> <li>-Reports and Presentations</li> <li>-Software</li> <li>-Solution Development</li> </ul>
		<ul style="list-style-type: none"> <li>-Attention to Detail</li> <li>-Budgeting and Execution</li> <li>-Communication</li> <li>-Communication 2</li> <li>-Customer Focus</li> <li>-Customer Relations</li> <li>-Data Analysis</li> <li>-Dependability</li> <li>-Information Gathering</li> </ul>	<ul style="list-style-type: none"> <li>-Mission Focus</li> <li>-Organizational Knowledge</li> <li>-Problem Resolution</li> <li>-Professionalism</li> <li>-Program Management</li> <li>- Programs</li> <li>-Project Management</li> <li>-Reports and Presentations</li> <li>-Software</li> <li>-Solution Development</li> </ul>
	<b>Experience Requirement:</b>	<p>NSPS: No time-in-grade requirement-must meet minimum standard for lowest level in payband (YB1=GS01)+ position specific requirements/selective factors.</p> <p>For GS: Ranges from none for GS1, up to 1 year for GS5/above, depending on the grade. For details see: <a href="http://opm.gov/qualifications/standards/group-stds/gs-cler.asp">opm.gov/qualifications/standards/group-stds/gs-cler.asp</a></p>	<p>NSPS: No time-in-grade requirement-must meet minimum standard for lowest level in pay band (YB2=GS07)+ position specific requirements/selective factors.</p> <p>For GS: Normally, 1 yr specialized experience at next lower grade required. For details see: <a href="http://opm.gov/qualifications/standards/group-stds/gs-cler.asp">opm.gov/qualifications/standards/group-stds/gs-cler.asp</a></p>
	<b>Desired Leadership Competency Level (CLD):</b>	Foundation	Foundation, Supervisory

# Career Opportunities

**Related Job Series:** The chart below identifies Job Series within the occupational group with the greatest similarity in scope of work and competencies. Click on an icon to see the Career Roadmap for the Job Series.



**Competencies:** You may determine how closely your competencies match the related Job Series by conducting a Self- Assessment within **CWDA**.

**Additional Opportunities:** You may conduct a Self-Assessment within CWDA for any Job Series represented within the Marine Corps to determine how closely your qualifications and competencies match other opportunities. For a comprehensive list of Job Series, [click here](#).